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CONTINUOUS PROJECTS

- 25X1 1. Cover Sheets (Mr. [REDACTED] IP/OPS)

We are responsible for assembling the Routing and Record Sheets, Form 610a and corresponding Dennison Ticket sets used by the organization to route official classified documents to action officers and to record the current location of each document in a computer system.

- 25X1 2. Cuban Cards (WH [REDACTED])

Typing information from [REDACTED] onto
3 x 5 cards.

25X1

- 25X1 3. [REDACTED] (Medical 1D4033 Headquarters)

- a. Transfer percentage numbers from machine run to machine run.
- b. Transfer numbers from print-out to code sheets.
- c. Doing over "Bad" GPI's

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7. Russian Cards (Central Reference Service USSR Division)

We are responsible for alphabetizing and filing ^{5 x 8 cards} boxes of Russian Names.

8. Date Strips (CA/PROP/PRESS Comment)

Typing every day of the month several times, cutting, clipping and placing them into envelopes with the appropriate name of the newspaper.

9. Soviet Leadership Project (OCI)

Typing Russian Speeches on special forms and papers.

10. Bulletin Boards

We are responsible for typing and posting Bulletin Board notices. *Bulletin Board notices for the Agency in the Amer. Building.*

11. Personal History Statements

We are responsible for assembling and maintaining a constant supply of PHS sets for our office and for other offices. *for Agency use*

12. Health and Life Insurance Sets

We are responsible for maintaining a continuous supply of Health and Life Insurance sets for agency use.

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